

Keyboard Shortcuts

Help F1 Opens Word's Help center
New Ctrl + N Creates a new blank document
Open Ctrl + O Opens a saved document
Save Ctrl + S Saves the current document
Print Ctrl + P Prints the current page
Undo Ctrl + Z Cancels the last change to the document
Repeat Ctrl + Y Repeats the last command
Copy Ctrl + C Copies the selected text to the clipboard
Paste Ctrl + V Pastes the cut or copied selection
Cut Ctrl + X Removes the selection and places it on the clipboard
Find Ctrl + F Finds text within the current document
Ctrl + G Opens the go to tab in the find and replace dialog box
Ctrl + F Opens the find tab in the find and replace dialog box
Ctrl + H Opens the replace tab in the find and replace dialog box
Arrow Keys Moves the cursor one place in the respective direction
Ctrl + Left Arrow Moves the cursor one word to the left
Ctrl + Right Arrow Moves the cursor one word to the right
Ctrl + Down Arrow Moves the cursor to the top of the next paragraph
Ctrl + Up Arrow Moves the cursor to the top of the previous paragraph
Page Down Displays the next screen
Ctrl + Page Down Moves the cursor to the top of the next page
Ctrl + Alt + Page Down Moves the cursor to the bottom of the window
Page Up Displays the previous screen
Ctrl + Page Up Moves the cursor to the top of the previous page
Ctrl + Alt + Page Up Moves the cursor to the top of the window
End Moves to the end of the current line
Ctrl + End Moves the cursor to the end of the document
Home Moves to the beginning of the current line
Ctrl + Home Moves the cursor to the beginning of the document
Save As F12 Saves the current document with a different name

PowerPoint

F5 - View the Slide Show
Shift + Ctrl + Home - Selects all text from the cursor to the start of the active text box
Shift + Ctrl + End - Selects all text from the cursor to the end of the active text box
Spacebar or Click the mouse - Move to next slide or next animation
S - Stop the show.
Press S again to restart the show
Esc- End the slide show